



## Employee Requisition Form

### Position to Be Filled: Information Systems Director

**Responsible** for the overall direction of IS division.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure state-of-the-art information systems are in place to support management requirements of the Tachi Palace Casino Resort operations. Work with all divisions to analyze, identify, and implement programs and systems necessary to support the casino and hotel operations.
- Establish a solid technology infrastructure that maintains systems and programs efficiently and effectively while minimizing down time.
- Monitor network resources including security, virus protection, and accessibility.
- Ensure network backups and preventive maintenance is accomplished on a regular basis.
- Manage, direct, and assign priorities and personnel to major projects to ensure attainment of Tachi Palace Casino Resort goals and objectives.
- Assist with the implementation of staff development in information management and technology.
- Coordinate support between Tachi Palace Casino Resort staff to include programming, application support, and end-user support.
- Develop and coordinate a continuing evaluation of Information and Technology services and implement changes based on the findings.
- Compile budget and cost estimates based upon documented program needs.
- Develop training options and improvement plans to ensure exemplary operations in the IS department.
- Maintains a consistent and regular attendance record.
- Professionally trains team members.
- Monitors associate's performance during their shift. Providing coaching and counseling when necessary.
- Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- Bachelor's degree in Information Systems or related field.
- 5-7 years experience in Information Systems with progressive responsibility.
- Experience in networking, operating systems, and standard office software products necessary.
- Knowledge of system development and implementation tools.

**Reports To:**  
**Approximate Hours:**  
**Filling Deadline:**

**CFO**  
Full Time  
Open Until Filled

